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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director (Administration)
(General)
FROM : Advisor for Management

DATE: 13 April 1951

SUBJECT: Status of Vital Documents Program

Referring to the report from this Office "Status of Vital Documents Program", dated 7 March 1951, the following progress has been made to date:

1. The Administrative Services Office, charged with administering the Vital Documents Program, was furnished with a copy of the 7 March report and has agreed to take cognizance of the weaknesses of the present program as pointed out and the recommendations included therein, in the development of their procedures for the future administration of the Vital Documents Program.

2. [redacted] has reported to the Administrative Services Office for duty as the head of the Records Management Unit. [redacted] is actively engaged in developing the Vital Documents procedures and will be responsible for the installation and operation thereof.

3. As soon as the procedures incorporating the recommendations of the 7 March report have been installed and made operative under the guidance of an employee whose primary responsibility is to administer the Vital Documents Program, a more favorable report of progress may be expected than this Office is able to report at this time.

4. Other than the above, there has been but little progress toward the ultimate objectives of the Vital Documents Program since 7 March. The following positive steps have been taken:

b. The Biographic Register will commence on 15 April 1951, the microfilming of records accumulated since the completion of their initial project in October 1950.

c. Inspection and Security Office has started on two separate occasions during March 1951, to bring their records up-to-date but have been delayed because of mechanical difficulties with the recording equipment.

d. Staffed Division, Office of Operations, has recently judged certain records to be vital which were not included among the records initially specified. The microfilming of the additional documents will be completed 15 May 1951.

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e. Office of Current Intelligence's initial project is only about 10% complete because work on the project was stopped when it was discovered that microfilm records stored in the present repository had become moldy. However, documents are being earmarked for microfilming so that there will be no delay in resuming microfilming operations when adequate storage of film in a repository is available.

f. The following components of the Agency have submitted documents and records to the Vital Records Office since 7 March and should, under the present program procedures, be considered up-to-date for "as is" records (non-filmed material):

Management Analysis Office
Law Office
Contact Division, Office of Operations
Library Division, Office of Collection and Dissemination
Biographic Register Division, Office of Collection and Dissemination
Industrial Register Division, Office of Collection and Dissemination
Office of Special Operations

(This above data was obtained from the CIA Library acting for the Administrative Services Office until that Office is in a position to assume responsibility for the Vital Documents Program.)

5. The Offices not listed in 4f. above, either did not deem it necessary to forward their vital records during the past 30 days or they did not receive or generate any vital documents during that period. The former is their responsibility; the latter appears unlikely. Under the present program there are no mandatory schedules for Offices to either forward vital records to be placed in the repository or to report the absence thereof, nor has the "CIA Vital Documents Officer" the authority to "check" Offices which have not submitted material for a period of time. This weakness in the present program was pointed out in the report of 7 March and will undoubtedly be remedied under the procedures being developed by the Administrative Services Office.

6. No progress can be reported at this time in regard to shortening the schedules for preparing and forwarding material to be placed in the repository. There are several reasons for delay in this respect:

a. There is not sufficient space in the repository at present to store the material which would be prepared under accelerated schedules. (There are fifteen cabinets of material being held in CIA awaiting available space in the repository, five additional cabinets of material could be made ready within two days time, 12 map cabinets are ready for shipment and 516 reels of microfilm await shipment.)

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b. Accelerated schedules would be difficult to maintain until it has been made mandatory upon the several Offices to adhere to established schedules.

7. A summary of the present status of the Vital Documents Program is as follows:

a. Initial Project - Microfilm

- 9 Offices are 100% complete
- 1 Office is 75% complete
- 1 Office is 35% complete
- 3 Offices are 10% complete or less.
- 5 Offices not using microfilm (Director, GME, OIC, Medical and Training Office)

b. Initial Project - "As is" material. All Offices have submitted copies of documents included in the initial project.

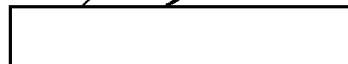
c. Current Material - Microfilm. All but two of the Agency components have thus far met the schedule for microfilming supplemental material.

d. Current Material - "As is" material. Only five Offices have forwarded vital documents for the past 30 days (see 4f).

8. A summary of the status of material ready to be placed in the repository but which is being held in CIA awaiting available space is as follows:

- 15 file cabinets of OGD material
- 516 reels of microfilm
- 12 cabinets of map material.

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STATUS OF VITAL RECORDS MICROFILM PROGRAM
AS OF 11 APRIL 1951

Component

Status of Program

Initial Supplemental
% complete date for % complete days over due

No. of reels
in Repository

No. of reels awaiting shipment
to Repository for:
30 days 60 days 90 days over 90 days

OOB:

Biographic Register	100	1 Apr 51		11	0				119
Graphics Register	15	1 May 51			0				69
Industrial Register	100	daily	100		96	11	14	14	61
ONE	100	1 May 51			18				
Legal Staff	100	"			0				1
Inf	100	1 Mar 51			0				18
Comptroller	100	1 Mar 51	100		0		10		32
Personnel	100	"	100		0		2		8
Procurement**	0	daily			0				
ONE (ONE)	100	"			0		3		141
OS/c	35	daily			2	14			
Advisor for Management	100	"			0				4
OCI	10								
Admin. Serv. Office.	100	"			0				1
OSO		daily							
OPC	100								
Mag									
						25	25	11	100

* No set schedule

** Initial project has not been started due to lack of personnel.